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| STATE OF CALIFORNIA<br>DEPARTMENT OF FORESTRY AND FIRE PROTECTION<br><b>POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT</b><br>PO-199 (06/16)   |  | Working Title of Position<br>Respiratory Protection Program Support |  |
|   |  | Division and/or Subdivision<br>Northern Region HQ                   |  |
| INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "...material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee. |  | Location of Headquarters<br>Santa Rosa/ Redding                     |  |
|   |  | Class Title of Position<br>Management Services Technician           |  |
|   |  | Position Number<br>541-101-5278-003                                 |  |
|   |  | Effective Date  |  |
| Percentage of Time Required   | Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.  |   |  |
| 50%   | <p>Under the direct supervision of the Return-to-Work Staff Services Manager I (SSMI), the incumbent performs technical, semiprofessional tasks related to the Respiratory Protection Program (RPP) for the Northern Region. The duties and responsibilities of this position require the ability to communicate effectively with employees at all levels; exercise independent judgment, ensure data integrity and continuity of service. Maintain knowledge of CAL/OSHA requirements for Respirator Regulations and CAL FIRE fit test policies and procedures. The specific duties and responsibilities include, but are not limited to the following:</p> <p>*Assist in ensuring RPP compliance of all Northern Region employees. Coordinate and schedule required employee medical appointments. *Run and analyze Unit reports using the Point and Click (PnC) system to determine employee and new hire clearance status. Review and confirm Medical Assessment Unit (MAU) orders for each employee and/or new hire in PnC. Schedule timely appointments per MAU orders with either the UC Davis Travel Team or authorized third-party clinic.</p> <p>*Maintain accurate, shareable, records in PnC of employee contact, Requests for Services sent to clinics, and confirmed appointments. Review the Cancelled/No Show report each week and update employee profiles accordingly. Make data corrections as needed in PnC to ensure accurate employee personal data, employment status, employment location etc.</p> <p>*Endeavors to fill all Travel Team appointments, while providing the most convenient and timely appointment to the employee and/or new hire to reduce personal impact to them as well as operational impact to CAL FIRE.</p> <p>*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.</p> |   |  |
| <b>Equal Employment Opportunity (EEO) Statement:</b> All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.   |  |   |  |
| Job qualifications and/or conditions of employment:   |  |   |  |
| "We have discussed this document in its entirety and understand the duties of this position."   |  |   |  |
| Employee Signature _____  |  | Supervisor Signature _____  |  |
| Date _____  |  | Date _____  |  |
| Personnel use only <input checked="" type="checkbox"/> Posted to Directory  |  | Initials and date _____   |  |

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| STATE OF CALIFORNIA<br>DEPARTMENT OF FORESTRY AND FIRE PROTECTION<br><b>POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT</b><br>PO-199 (06/16) - <b>PAGE 2</b>   |   | Working Title of Position<br>Respiratory Protection Program Support |  |
| Percentage of Time Required   | Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.   |   |  |
| 50% con't   | Ensures that all information received and/or sent is complete and exercises initiative and judgment in answering inquiries and providing technical assistance related to RPP requirements. This includes consulting with Personnel Specialists, Administrative Officers, Return-to-Work Coordinators, CAL FIRE's contracted medical doctor, Occupational Health Program staff, UC Davis Medical Surveillance staff and third party clinic personnel.  |   |  |
| 25%   | *Coordinates RPP scheduling for seasonal hires using the Immedaite Hire process to ensure prioritization of processing based on anticipated start dates as provided by Unit RPP coordinators. Acts as the RPP Coordinator for Northern Region Headquarters staff including entering new hires into PnC, sending the Electronic Employee Medical Questionnaire, and following-up as needed to ensure timely clearance.   |   |  |
| 10%   | *Continually review and evaluate PnC program to identify potential improvements to ensure program effectiveness and efficiency. Work with the MAU personnel to propose updates and/or troubleshoot program issues. *Attend MAU meetings (either remotely or in person) to learn about and provide input regarding RPP process and the PnC program.  |   |  |
| 10%   | *Timely disseminates employee grouping status information received from MAU and/or CAL FIRE's contracted doctor to affected employee and/or their unit's RPP coordinators, with special emphasis on notifications regarding employees who are no longer cleared for arduous duty and must be removed from the field immediately.  |   |  |
| 5%  | Serves as Lead to back-up RPP schedulers and ensures program coverage and continuity of service when absent. Other duties as required.<br><br>This position may be eligible for some telework, may require attendance at and travel to in-person meetings and/or trainings.<br><br>*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation. |   |  |
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| Date  |   | Date  |  |
| Personnel Use Only  |   | Initials and Date   |  |
| <input type="checkbox"/> Posted to Directory  |   |   |  |